

***DRAFT  
PROPOSITION 84  
PLANNING GRANT  
PROPOSAL SOLICITATION PACKAGE***

***Round 2***

***October 2011***

***Department of Water Resources***

***Division of Integrated Regional Water Management***

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## Foreword

This document contains the California Department of Water Resources' (DWR) Integrated Regional Water Management (IRWM) Program Proposal Solicitation Package (PSP) for IRWM Planning grants funded by Proposition 84.

This document guides the applicant on the eligibility requirements, the application instructions, and the Review and Scoring criteria. General information is covered in the front end of the document and detailed instructions for portions of the application are contained within Exhibit A. This document is not a standalone document and the applicant will need to refer to the IRWM Program Guidelines (Guidelines) for additional information. It can be found at <http://www.water.ca.gov/irwm/guidelines.cfm>. Potential applicants are strongly encouraged to read the Guidelines and PSP prior to deciding to submit an application.

The application process for this round of the planning grants is a one step process. This round will be the final solicitation scheduled for planning grants under Proposition 84. This document contains the procedures for submitting applications for grant funding and the detailed scoring criteria. All qualified interested parties are encouraged to submit a grant proposal.

### Point of Contact

For questions about this document, or other IRWM grant related issues, please contact DWR's Financial Assistance Branch at (916) 651-9613 or by email at [DWR\\_IRWM@water.ca.gov](mailto:DWR_IRWM@water.ca.gov).

For questions regarding the Bond Management System (BMS), please contact BMS administration at (888) 907-4267 or by email at [bmsadmin@water.ca.gov](mailto:bmsadmin@water.ca.gov).

For questions regarding Urban Water Management Plan, AB1420, Water Meter Implementation compliance, please contact **Insert Name** at (916)651-**number** or by email at **address**@water.ca.gov.

### Website

This document as well as other information about the IRWM Grant Program can be found at the following link: [http://www.water.ca.gov/irwm/integregio\\_planning.cfm](http://www.water.ca.gov/irwm/integregio_planning.cfm). In addition to the IRWM grant website, DWR will distribute information via email. If you are not already on the IRWM contact list and wish to be placed on it, please email your contact information to: [DWR\\_IRWM@water.ca.gov](mailto:DWR_IRWM@water.ca.gov).

### Due Date

The complete application and all supporting documentation must be submitted via DWR's Bond Management System (BMS) and hardcopies must be received at DWR by 5:00 p.m. on *(Date will be provided in Final Document)*, 2011.

### Notice of Planning Resources and Direction

The DWR Sustainability Policy was approved by the Director on April 22, 2009, and the following year on October 29, 2010, DWR enacted its Environmental Stewardship Policy (ESP). These two policies work in tandem and cover all internal and external DWR activities, including the IRWM grant program. The policies encourage and support a "Total Resource Management" approach to planning activities and implementation of projects. For example, the ESP concept integrates environmental requirements into the early stages of project planning and development of operations or projects rather than just "mitigating" any ensuing environmental impacts. This approach builds in environmental benefits at a meaningful scale while addressing key aspects of sustainability by reducing environmental impacts and promoting more efficient use of financial aid monies. Further, the ESP is an ethic that DWR expects IRWM practitioners to incorporate

as they carry out decisions regarding future demands on water resource management. DWR has included environmental stewardship and ecosystem protection and restoration in the guidelines and PSPs.

On March 11, 2011 the California Ocean Protection Council (OPC) adopted a resolution on sea-level rise (SLR). This resolution addresses the application of the State's interim SLR guidance to entities implementing projects funded by the State. The IRWM grant program will thus incorporate the use of the OPC resolution and the State's interim SLR guidance beginning with the second round of IRWM Implementation Grants. Planning efforts leading up to the second round of implementation grants should begin incorporating the OPC resolution/interim SLR guidance when evaluating vulnerability to sea level rise. The OPC resolution and interim SLR guidance can be found at the following link: <http://www.opc.ca.gov/council-documents/>.

DWR anticipates the release of the *Climate Change Handbook for Regional Water Management* in November 2011. DWR partnered with the US Environmental Protection Agency, US Army Corps of Engineers, and the Resources Legacy Fund to develop this handbook, which was previewed at the Water Education Foundation's IRWM Conference in May 2011 in Sacramento. The handbook is intended to assist IRWM planning efforts with incorporation of climate change analysis and methodologies, and can assist in meeting IRWM plan standards. When released, a link to the handbook will be posted on the IRWM grant webpage.

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## I. INTRODUCTION

The IRWM Grant Program is designed to encourage integrated regional management of water resources and provide funding for projects that support integrated water management planning and implementation. This PSP works in conjunction with the Guidelines to disburse this final scheduled round of planning grant funding under the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act 2006 (Proposition 84). For this solicitation DWR will use a one-step application process to evaluate IRWM Planning Grant applications.

A complete list of acronyms and a glossary of terms used throughout this PSP are available in the IRWM Guidelines and Appendix B respectively. The Guidelines are posted on the DWR IRWM Grant website at the following link:

<http://www.water.ca.gov/irwm/guidelines.cfm>

This PSP is intended to provide instructions to applicants who are seeking planning grant funding for the development or revision of an IRWM Plan through individual IRWM or interregional planning efforts. The instructions provided are intended for an audience that is already familiar with the IRWM process and grant program. This document is not all encompassing; and the applicant **will need to refer to the Guidelines**, especially the Guidance for IRWM Plan Standards (Appendix C of the Guidelines) and the Proposal Selection Section (Section V of the Guidelines), to obtain the necessary details required to fill out a complete application. DWR will evaluate the IRWM Planning Grant applications in accordance with the Guidelines and this PSP.

## II. ELIGIBILITY

### A. Eligible Grant Application

Two types of planning grant applications will be accepted in this solicitation, IRWM regional planning and interregional planning. One of each type of application may be submitted per eligible applicant. Applications for IRWM grants must meet all Eligibility Criteria in order for the application to be considered for grant funding. Eligibility requirements that apply to all PSPs within the IRWM Grant Program are included in Section III of the Guidelines

### B. Eligible Applicant

As stated in the Guidelines, Section III, eligible applicants are local agencies and non-profit organizations. These applicants are submitting applications on behalf of specific IRWM planning regions which have been accepted into the grant program through the Region Acceptance Process (RAP). See [Table 1](#) for a listing of the regions eligible to receive a second-round planning grant for IRWM regional planning proposals. Table 1 reflects that some IRWM planning regions received the maximum grant of \$1,000,000 for an IRWM region planning in the previous solicitation (Proposition 84 Round 1). These IRWM planning regions are not eligible in this round for IRWM regional planning grants, but can submit an interregional proposal. Proposition 84, Round 1 Planning Grant grant recipient that received an award of less than \$1,000,000 are eligible to apply for a grant of up to a combined total of \$1,000,000. For example, if a region received a Round 1 grant award of \$750,000,000, then in Round 2 they may apply for a regional planning grant of not more than \$250,000,000.

In addition to previously existing eligibility criteria explained in Section III of the Guidelines, two legislated items may affect applicant eligibility in this solicitation, service water diversion reporting and groundwater monitoring.

- California Water Code (CWC) Section §5103(e)(2) conditions grant eligibility on complying with surface water diversion reporting requirements found in CWC §5100 et seq. Applicants will answer a question regarding surface water diversions in the Bond Management System questionnaire portion of the application.
- CWC § 10933.7 conditions grant eligibility on groundwater monitoring as pursuant to CWC §10927 et seq. Applicants may know this program as California Statewide Groundwater Elevation Monitoring (CASGEM). The grant program staff will confer with CASGEM staff in determining groundwater monitoring eligibility.

**Table 1 – Accepted IRWM Regions and Eligibility Status for Round 2 IRWM Regional Planning Grant**

Eligible for Round 2 Regional Grant Regional Water Management Group	
American River Basin	Poso Creek
Antelope Valley	San Francisco Bay Area
Borrego Valley	San Luis Obispo County
Cosumnes American Bear Yuba	Santa Barbara County
East Contra Costa County	Santa Cruz County
East Stanislaus	South Orange County Watershed Management Area
Eastern San Joaquin	Southern Sierra
Fremont Basin	Tahoe Sierra
Gateway	Tule
Greater Monterey County	Tuolumne-Stanislaus
Inyo-Mono	Upper Feather River Watershed
Kaweah River Basin	Upper Kings Basin Water Forum
Kern County	Upper Pit River Watershed
Lahontan Basins	Upper Sacramento-McCloud
Madera	Upper Santa Clara River
Merced	Upper Santa Margarita
Mojave	Watersheds Coalition of Ventura County
Mokelumne-Amador-Calaveras	Westside-San Joaquin
Monterey Peninsula, Carmel Bay & South Monterey Bay	Yosemite-Mariposa
Northern Sacramento Valley – Six County Group	Yuba County
Pajaro River Watershed	
Not Eligible for Round 2 Regional Grant Regional Water Management Group	
Coachella Valley	Santa Ana Watershed Project Authority
Greater Los Angeles County	San Diego
Imperial Valley	Westside-Sacramento
North Coast	

## C. Eligible Project Types

Eligible projects are planning actions related to development, updating, or improvement of an IRWM Plan or Plans. This may include focused, topic-specific planning efforts such as salt/nutrient management planning or enhanced integration of flood management issues into an IRWM Plan. Applicants must make it apparent within the Work Plan that the end result of the proposed work effort is an IRWM Plan that meets all the standards as detailed in Section IV and Appendix C of the Guidelines. Therefore, applicants must demonstrate, in the Proposal, a specific section or sections of the Work Plan that support(s) the completion of a standards compliant IRWM Plan as a product.

IRWM planning activities that are interregional in nature and are a component to the IRWM Plan such as, but not limited to, climate change analysis and salt/nutrient management, need to demonstrate how they will be incorporated into each cooperating region's IRWMP. Interregional planning proposals may be desirable in cases when an economy of scale can be realized through efficiencies gained when a planning activity or analysis scope may be applied to several contiguous IRWM regions.

## III. FUNDING

This second and final round will provide approximately \$9,000,000 in funding. Planning grants will be funded 50%-50% from the Regional and Interregional funds authorized by Proposition 84 and California Water Code (CWC), Section 83002.(b)(3)(A)(ii). See Section II.B of the Guidelines for additional detail. Not less than \$2.15 million of the funds awarded in this solicitation must be used to support proposals that facilitate and support the participation of disadvantaged communities (DACs) in IRWM planning.

### A. Maximum Grant Amount

Grants will be limited to a maximum of \$1 million per IRWM Planning Region; this includes prior planning grant awards of Round 1 IRWM Planning grant funds. Up to an additional \$1 million may be made available to each funding area for interregional planning activities. A separate application may be submitted to apply for interregional planning activities. Interregional planning activity grants will also require a 25% funding match, but the grants will not count against an individual IRWM region's maximum grant award of \$1 million. However, the grants will be funded 50%-50% from the Regional and Interregional funds. As with all planning grants, interregional planning activities must clearly result in changes to the participating IRWM regions' plans that result in meeting one or more IRWM standards.

### B. Funding Match

Applicants must demonstrate that a minimum of 25% of the total project costs will be paid for with non-State funds. Applications that do not demonstrate the minimum funding match will not be awarded funding. Exhibit A provides examples of how funding match can be presented.

## IV. SCHEDULE

The schedule below (Table 2) shows the program timeline from release of the PSP through the award of funding for second round planning grant cycle. Updates for the events listed in this schedule may be required. When finalized, an updated schedule will be posted on the DWR website listed in the Foreword. Updates may also be advertised through fliers, email announcements, and news releases. Parties that are not already on the mailing list and wish to receive updates on the IRWM Grant Program should email contact information to the email address listed in the Foreword.



Table 2 – IRWM Planning Grants Proposal Solicitation Process and Schedule

Milestone or Activity	Schedule <sup>(1)</sup>
Release of Final Decision on Round 2 Region Acceptance Process	September 1, 2011
Release of Round 2 Planning Grant PSP	<i>November 2011</i>
Applicant Workshops Dates and locations will be included in final version	.
<b>Planning Grant applications must be submitted to DWR via BMS by 5:00 p.m. Applications submitted after 5 p.m. on the due date will not be reviewed or considered for funding.</b>	<b><i>February 2011</i></b> <sup>(2)</sup>
Public meeting to discuss initial funding recommendations.	<i>April 2011</i>
DWR approves final grant awards.	<i>June 2012</i>

(1) *Italics denote approximate dates.*

(2) *At least eight weeks after the release of the final Round 2 Planning Grant PSP*

## ADDITIONAL STATEWIDE PRIORITY

Table 1 of the Guidelines lists the Statewide Priorities for the IRWM Grant Program. On October 19, 2010, Senate Bill (SB) 855 (Committee on Budget and Fiscal Review Resources. Chapter 718, Stats 2010) was enacted into law. This bill directs DWR to give preference to planning grant proposals that include actions designed to integrate the stormwater resource plan requirements specified in the California Water Code, Section §10562 into an IRWM Plan.

## V. APPLICATION INSTRUCTIONS

This section provides instructions for preparing and submitting an application. The Application Instructions section consists of two subsections: How to Submit and What to Submit. It is important that the applicants follow the Application Instructions to ensure their application will address all of the required elements. Applicants are reminded that once the application has been submitted to DWR, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived.

### A. How to Submit

Applicants must submit a complete application both electronically and in hardcopy.

#### 1. *Electronic Submittal – Bond Management System*

Applicants must submit a complete application on-line using DWR's BMS. BMS can only be accessed with Internet Explorer. The on-line BMS application for the Planning Grant can be found at the following secure link:

[http://www.water.ca.gov/irwm/integregio\\_bms.cfm](http://www.water.ca.gov/irwm/integregio_bms.cfm)

The on-line application will be available no later than **(Date will be provided in Final PSP)**.

Applicants are encouraged to review the BMS User Manual, available at the above link, prior to completing the on-line application. If an applicant has questions as to the content or the information requested in the PSP or questions or problems with BMS, please contact **BMS** Administration at the phone number or email listed in the Foreword. For applicants that do not have internet access, please contact Vivien Maissoneuve at (916) 651-9665.

The grant application in BMS consists of six sections outlined in Table 3. Within BMS, pull down menus, text boxes, or multiple-choice selections will be used to receive answers to the questions. BMS will allow applicants to type text or cut and paste information from other documents directly into a BMS submittal screen. When uploading an attachment in BMS, the following attachment title naming convention must be used:

Att#\_PG2\_Agency\_AttachmentName\_#ofTotal#

Where:

- a. "Att#" is the attachment number
- b. "PG2" is the code for this grant solicitation
- c. "Agency" is an abbreviation for the applicant agency.
- d. "AttachmentName" is the name of the attachment as specified in Section B2 – Attachment Instructions
- e. "#ofTotal#" identifies the number of files that make up an attachment, where "#" is the number of a file and "Total#" is the total number of files submitted in the attachment

For example, if the Attachment 3 – Work Plan for applicant Hometown Water Agency is made up of three files, the second file in the set would be named "Att3\_PG2\_HWA\_WorkPlan\_2of3".

File size for each attachment submitted via BMS is limited to 50MB. Breaking documents into components such as chapters or logical components so that files are less than 50MB will aid in uploading files. Acceptable file formats are: MS Word, MS Excel, MS Project, or PDF. PDF files should be generated, if possible, from the original application file rather than scanned hard copy. All portions of the application, BMS submittal and hard copies, must be received by the application deadline. Late submittals will not be reviewed or considered for funding.

Applications may include attachments with supplemental materials, such as detailed cost estimates, feasibility studies, pilot projects, additional maps, diagrams, copies of agreements, or other applicable items. Applicants are encouraged to submit attachments and supporting documentation in an electronic format.

## 2. *Hardcopy Submittal*

Applicants are to submit **four** (4) hardcopies of the complete application to DWR by 5 p.m. on the due date. The addresses for mailing by U.S. mail, overnight courier, or hand delivery of hardcopy application components are listed as follows:

By U.S. Mail:

California Department of Water Resources  
Division of Integrated Regional Water Management  
Financial Assistance Branch  
Post Office Box 942836  
Sacramento, CA 94236-0001  
Attn: Joe Yun

Or Overnight courier to:

California Department of Water Resources  
Division of Integrated Regional Water Management  
Financial Assistance Branch  
1416 9th Street, Room 338  
Sacramento, CA 95814  
Attn: Joe Yun

Or hand-deliver to:

901 P Street, Lobby  
Sacramento, CA 95814  
Attn: Joe Yun

## B. What to Submit – Required Application Attachments

This section presents the required elements of an application for grants funded by the IRWM Grant Program. Applicants must submit a complete application by the deadline contained in the Schedule shown in Table 2. The grant application consists of six sections outlined in Table 3, the Grant Application Checklist. Applicants will need to submit the BMS questionnaire in the hardcopy submittal along with the attachments listed within the Grant Application Checklist. Attachments 1-6 will also need to be submitted via BMS.

Attachments are required as noted in the checklist. Failure to submit any required attachment will make the application incomplete, and it will not be reviewed or considered for funding. A discussion of each of these attachments is provided below and the Attachments and associated Exhibits are summarized in Table 3.

A complete application consists of all the following items:

1. Electronic submittal of an application through the BMS
2. **Four** (4) hard copies (preferably double-sided) of BMS questionnaire and attachments (as applicable) submitted to DWR.

### *Grant Application Checklist*

This checklist is intended to help ensure the applicant has submitted the proper information in the application both in electronic and hardcopy formats. Failure to submit any required attachment will make the application incomplete and it will not be reviewed or considered for funding. A discussion of each of these attachments is provided. Some differences between the nomenclature used in Table 3, Grant Application Checklist, and the actual application in BMS exist. For clarification, the BMS nomenclature has been placed next to the Grant Application Checklist nomenclature in parenthesis.

Table 3 – Grant Application Checklist	
<b>APPLICANT INFORMATION TAB</b>	
<i>The following information is general and applies to the applicant and the overall proposal. Specific project information should be detailed on separate project tabs provided in the BMS application.</i>	
<b>APPLICANT INFORMATION</b>	
<input type="checkbox"/>	<b>Organization Name:</b> Provide the name of the Agency/Organization responsible for submitting the application.
<input type="checkbox"/>	<b>Tax ID:</b> Provide the federal tax ID number of the Agency/Organization submitting the application.
<input type="checkbox"/>	<b>Proposal Name:</b> Provide the title of the Project.
<input type="checkbox"/>	<b>Proposal Objective:</b> Briefly describe the objectives for the IRWM Plan.
<b>BUDGET</b>	
<i>Any costs indicated must also be in agreement with costs presented in Attachment 4</i>	
<input type="checkbox"/>	<b>Other Contribution:</b> Provide the total amount of other funds (including any State funding). Include costs of any legal services required to support the project. If there is no other contribution, enter zero.

Table 3 – Grant Application Checklist

<input type="checkbox"/>	<b>Funding Match</b> (Local Contribution): Provide the total Funding Match that will be committed to the Project from local sources such as local agencies and organizations. Exhibit A of this PSP provides additional information regarding Funding Match requirements.
<input type="checkbox"/>	<b>Federal Contribution:</b> Provide the total amount of federal funding. If there is no federal contribution, enter zero.
<input type="checkbox"/>	<b>In-kind Contribution:</b> Provide the value of in-kind services. In-Kind Contribution – refers to work performed by the grantee, the cost of which is considered cost match instead of actual funds from the grantee being used as cost match. If there is no in-kind contribution, enter zero.
<input type="checkbox"/>	<b>Grant Funds Requested</b> (Amount Requested): Provide the amount of total grant funds requested.
<input type="checkbox"/>	<b>Total Project Cost:</b> Provide the total Project cost. This amount must equal the sum of the other contributions, funding match, federal contribution, in-kind contribution and grant fund request.
<b>GEOGRAPHIC INFORMATION</b>	
<input type="checkbox"/>	<b>Latitude:</b> Provide the Latitude at the center of the IRWM Region.
<input type="checkbox"/>	<b>Longitude:</b> Provide the Longitude at the center of the IRWM Region.
<input type="checkbox"/>	<b>Longitude/Latitude Clarification:</b> Use only if necessary.
<input type="checkbox"/>	<b>County(ies):</b> Provide the county(ies) in which the region is located. If the region covers multiple counties hold the control key down and select all that apply.
<input type="checkbox"/>	<b>Groundwater Basin(s):</b> Provide the groundwater basin(s) as listed in the current version of DWR Bulletin 118 ( <a href="http://www.water.ca.gov/groundwater/bulletin118/gwbasin_maps_descriptions.cfm">http://www.water.ca.gov/groundwater/bulletin118/gwbasin_maps_descriptions.cfm</a> ) in which your Project is located. For proposals covering multiple groundwater basins, hold the control key down and select all that apply.
<input type="checkbox"/>	<b>Hydrologic Region(s):</b> Provide the hydrologic region(s) in which your Project is located. For proposals covering multiple hydrologic regions, hold the control key down and select all that apply.
<input type="checkbox"/>	<b>Watershed(s):</b> Provide the name of the watershed(s) in which your Project is located. For proposals covering multiple watersheds, hold the control key down and select all that apply.
<b>LEGISLATIVE INFORMATION</b>	
<input type="checkbox"/>	Enter the State assembly, State senate, and U.S. congressional districts in which the region is located (use district numbers only, not the name of the Legislator). For a Project that includes more than one district, please enter each district.
<b>APPLICANT INFORMATION AND QUESTION'S TAB</b>	
<i>The answers to these questions will be used in processing the application and determining eligibility and completeness.</i>	
<input type="checkbox"/>	<b>Q1. Proposal Description:</b> Provide a maximum 5 sentence description of the Proposal Please note if the Proposal will facilitate or support the participation of DAC in the IRWM planning effort.
<input type="checkbox"/>	<b>Q2. Project Director:</b> Provide the name and details (including email) of the person responsible for executing the grant agreement for the applicant. Persons that are subcontractors to be paid by the grant cannot be listed as the Project Director.
<input type="checkbox"/>	<b>Q3. Project Manager:</b> Provide the name and contact information (including email) of the Project Manager from the applicant agency or organization that will be the day-to-day contact on this application.
<input type="checkbox"/>	<b>Q4. Applicant Information:</b> Provide the agency name, address, city, state, and zip code of the applicant submitting the application.

Table 3 – Grant Application Checklist

<input type="checkbox"/>	<b>Q5. Additional Information:</b> Based on the region's location, what is the applicable DWR region office (Northern, North Central, South Central, or Southern)? The following link can be used to view each DWR region office boundaries: <a href="http://www.water.ca.gov/groundwater/groundwater_basics/gw_contacts_info.cfm">http://www.water.ca.gov/groundwater/groundwater_basics/gw_contacts_info.cfm</a>	
<input type="checkbox"/>	<b>Q6. Additional Information:</b> List the name of the Regional Water Quality Control Board (RWQCB) in which your Project is located. For a region that extends beyond more than one RWQCB boundary, list the name of each region.	
<input type="checkbox"/>	<b>Q7. Eligibility:</b> List the urban water suppliers that will receive funding from the proposed grant. Please provide the agency name, a contact phone number and email address. Those listed must submit self certification of compliance with California Water Code (CWC) §525 <i>et seq.</i> and Assembly Bill (AB) 1420, see Attachment 6. If there are none, so indicate.	
<input type="checkbox"/>	<b>Q8. Eligibility:</b> Have all of the urban water suppliers, listed in Q9 above, submitted complete 2010 Urban Water Management Plans (UWMP) to DWR? Have those plans been verified as complete by DWR? If not, explain.	
<input type="checkbox"/>	<b>Q9. Eligibility:</b> List the entities receiving grant funds through this proposal that are responsible under CWC § 5100 <i>et seq.</i> for reporting surface water diversions to the State Water Board. For each entity also list the diversion identification numbers for specific diversions. If there are no applicable entities, please enter "None".	
<input type="checkbox"/>	<b>Q10. Completeness Check:</b> Have all of the fields in the application been completed? If no, please explain.	
<p style="text-align: center;"><b>APPLICATION ATTACHMENTS TAB</b></p> <p><i>Provide the attachments listed below by attaching files to the BMS application. When attaching files, please use the naming convention found in <a href="#">Section VI.A</a> of this PSP. For instructions on attaching files, please refer to the <a href="#">BMS User Manual</a>. Requirements for information to be included in these attachments are found in <a href="#">Section VI.B.2</a> of this PSP.</i></p> <p><i>Acceptable file formats are: MS Word, MS Excel, MS Project, or PDF. PDF files should be generated, if possible, from the original application file rather than scanned hardcopy. All portions of the application, BMS submittal and hardcopies, must be received by the application deadline. Late submittals will not be reviewed or considered for funding.</i></p> <p><i>Maps, photographs, documents, and reports should be formatted with no component larger than 50 megabytes (MB). However, DWR strongly recommends that for speed of upload you limit the file size to 20MB. Documents greater than 50MB should be divided into their parts (e.g., cover page, table of contents, chapters, figures, photos, appendices).</i></p>		
<input type="checkbox"/>	Attachment 1.	Authorizing Documentation
<input type="checkbox"/>	Attachment 2.	Eligible Applicant Documentation
<input type="checkbox"/>	Attachment 3.	Work Plan
<input type="checkbox"/>	Attachment 4.	Budget
<input type="checkbox"/>	Attachment 5.	Schedule
<input type="checkbox"/>	Attachment 6	Program Preferences
<input type="checkbox"/>	Attachment 7.	AB 1420 and Water Meter Compliance Information (if required as part of Eligibility). <b>DO NOT UPLOAD TO ONLINE SYSTEM. Submit one original signed hardcopy to DWR. Applicants are encouraged to send this stand alone attachment ahead of the application due date.</b>

## 1. Attachment Instructions

Applicants are required to submit Attachments 1 through 7 to complete the IRWM Planning Grant Application. A discussion of each of these attachments is provided below.

### **ATTACHMENT 1. AUTHORIZING DOCUMENTATION**

For the “AttachmentName” in the naming convention of BMS, use “AuthDoc” for this attachment.

The applicant is to provide a copy of documentation, such as a resolution adopted by the applicant’s governing body, designating an authorized representative to file an application for an IRWM Planning Grant and enter into an agreement with the State of California. The following text box provides an example resolution. If the resolution cannot be signed prior to the application due date, please contact DWR, as indicated in the Forward, to discuss the situation.

<p style="text-align: center;"><b>RESOLUTION NO. _____</b></p> <p>Resolved by the &lt;Insert name of governing body, city council, organization, or other&gt; of the &lt;Insert name of agency, city council, organization, or other&gt;, that application be made to the California Department of Water Resources to obtain an Integrated Regional Water Management Planning Grant pursuant to the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Public Resource Code (PRC) Section 75001 <i>et seq.</i>), and to enter into an agreement to receive a grant for the: &lt;Insert name of Proposal&gt;. The &lt;Insert title – Presiding Officer, President, Agency Manager, or other officer&gt; of the &lt;Insert name of agency, city, county, organization, or other&gt; is hereby authorized and directed to prepare the necessary data, conduct investigations, file such application, and execute a grant agreement with California Department of Water Resources.</p> <p>Passed and adopted at a meeting of the &lt;Insert name of agency, city, county, organization, or other&gt; on &lt;Insert date&gt;.</p> <p style="text-align: right;">Authorized Original Signature: _____</p> <p style="text-align: right;">Printed Name: _____</p> <p style="text-align: right;">Title: _____</p> <p style="text-align: right;">Clerk/Secretary: _____</p>
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### **ATTACHMENT 2. ELIGIBLE APPLICANT DOCUMENTATION**

For the “AttachmentName” in the naming convention of BMS, use “EligDoc” for this attachment.

Eligible applicants are local agencies or non-profit organizations. The applicant must provide a written statement (and additional information if noted) containing the appropriate information outlined below:

#### **Local Agencies**

- ✧ Is the applicant a local agency as defined in Appendix B of the Guidelines? Please explain.
- ✧ What is the statutory or other legal authority under which the applicant was formed and is authorized to operate?
- ✧ Does the applicant have legal authority to enter into a grant agreement with the State of California?
- ✧ Describe any legal agreements among partner agencies and/or organizations that ensure performance of the Proposal and tracking of funds.

#### **Non-Profit Organizations**

- ✧ Is the applicant a non-profit agency as defined in Appendix B of the Guidelines? Please explain.
- ✧ Does the applicant have legal authority to enter into a grant agreement with the State of California?
- ✧ Describe any legal agreements among partner agencies and/or organizations that ensure performance of the Proposal and tracking of funds.



- ✎ Include a copy of the certificate of incorporation for the organization.

### **ATTACHMENT 3. WORK PLAN**

For the “AttachmentName” in the naming convention of BMS, use “WrkPln” for this attachment.

The work plan must be consistent with the budget and schedule. The work plan shall contain all the necessary details to show the process the applicant will take to develop, enhance, or complete the IRWM Plan(s). If the applicant does not have an existing IRWM Plan, then it should use this section to detail the process by which one will be created. Applicable components of the background section shall be addressed for proposed IRWM Plans.

The work plan should include at least two and possibly three sections: (1) current status in meeting IRWM standards, (2) grant work plan content, and (3) additional work performed outside the grant. Note that for future implementation funding, IRWM Plans will be evaluated on their progress toward meeting the IRWM Plan Standards.

#### **Current Status in Meeting IRWM Plan Standards**

This section should be used to provide a short summary of the areas of the IRWM Plan in which more work is necessary to meet one or more IRWM plan standards. The IRWM Guidelines (Section IV) detail sixteen separate standards that all IRWM plans must meet. The grant proposal should indicate the areas and level of work needed in the development of a new plan or in the improvement of an existing plan that will meet all IRWM plan standards. It is not necessary that the grant cover all areas of needed work; any work areas needed that will be funded outside should be explained in the Additional IRWM Plan Work section discussed below.

#### **Grant Work Plan Content**

Work plan tasks are specific tasks that will be performed as part of the grant proposal. These tasks should be of a scope consistent with the budget and schedule. If the proposal is selected for funding, these task descriptions will be used as the scope of work in a grant agreement. Therefore, task descriptions need to have sufficient detail such that the reviewer understands the work to be performed and is able to evaluate the adequacy of the work tasks toward development of an IRWM Plan that meets IRWM plan standards. In addition, the work plan must contain, as specific tasks, the submittal of: progress reports, a final report, and other deliverables expected to be generated during performance of the proposal. Detailed task descriptions must be consistent with the estimates used in the budget. Linkages between tasks need to be fully explained so that it is clear to reviewers how the product of a task will be used in subsequent tasks and ultimately in the update or development of the IRWM Plan. Where possible, work that facilitates and supports the involvement of DACs in the IRWM planning effort should be presented as separate tasks or subtasks. This will help clearly identify such work and clearly identify associated costs in the budget.

#### **Additional IRWM Plan Work**

If there is work that will be performed to bring an IRWM Plan to meet all IRWM Plan Standards in addition to the grant scope of work, applicants must give a brief description of the additional work. This description must include:

- Short summary or listing of work to be completed
- Approximate timing of work to be completed including an anticipated finish date
- Anticipated funding source(s)

The work described in this section along with the work described in the grant work plan must be consistent with the information in the Status of Meeting IRWM Plan Standards section so that reviewers understand how the applicant will arrive at a standards compliant plan.

If no additional work is needed to arrive at a compliant plan, the applicant should include a statement in the Work Plan Content section described above that clearly states, no additional work is needed to arrive at a standards compliant plan.

#### **ATTACHMENT 4. BUDGET**

For the “AttachmentName” in the naming convention of BMS, use “BUDGET” for this attachment.

The budget must be consistent with the work plan and schedule. The budget attachment should consist of a budget table (Table 4) and explanatory text. In the table, each work plan task, a budget line item estimate should be presented, as well as a breakdown of the applicant’s funding match and requested grant funds. Explanatory text should allow the reviewer to understand how the budget estimate was developed (basis of estimate). This may include supporting information for the budget such as labor categories, hourly rates, labor time estimates, and subcontractor quotes. The subcontractor quotes should also include information supporting the quotes, such as hourly rates and the number of hours required to perform each included task. Submittal of lump sum amounts for tasks and subtasks will not be sufficient. The minimum Funding Match is 25% of the total proposal costs (See Exhibit A). The sources for funding match must be identified. Applicants should read the discussion on reimbursement of costs in section V.L of the Guidelines. Applicants are encouraged to limit direct project administrative expenses to less than 5% of the total proposal costs.

Table 4. Budget Table Example				
Budget Category		Non-State Share* (Funding Match)	Requested Grant Funding	Total
<b>(a)</b>	List proposed tasks on separate lines			
<b>(b)</b>	Proposed Task			
<b>(c)</b>	...			
...	Grand Total (Sum the rows for each column)			
*Consists of local, federal, and value of in-kind service.				

#### **ATTACHMENT 5. SCHEDULE**

For the “AttachmentName” in the naming convention of BMS, use “SCHD” for this attachment.

The schedule must be consistent with the work plan and budget. The schedule should show (*date will be included in final*) as an assumed effective date of the grant agreement and an end date approximately two years from the effective date. If IRWM Plan adoption is scheduled to occur after the end date of the grant agreement, show that also and explain how the RWMG will ensure plan adoption.

#### **ATTACHMENT 6. PROGRAM PREFERENCES**

Summarize how the work to be completed will result in an IRWM Plan that addresses the IRWM Program Preferences. Discuss how the work will result in an IRWM Plan that meets each individual program preference claimed. The IRWM Program Preferences can be found in the Guidelines Section II.F and Section V of this PSP.

In considering which program preference will be addressed through implementation of the revised IRWM Plan, applicants should consider work plan tasks included in this grant application as well as other work tasks planned and funded with other resources. If the program preference will be met with funding obtained



with funding from outside sources (that is, it is not detailed in the scope of work to be performed under this grant) additional detail discussing the specifics of the work to be performed and how that will result in the program preference being addressed must be included in Attachment 6. If the existing IRWM Plan already accommodates one or more program preferences, indicate which ones and describe how the current IRWM Plan addresses each program preference.

In describing how a preference is met, applicants should highlight portions of the IRWM Plan or revised IRWM Plan that when implemented will meet the preference. For example, if one of the IRWM Plan's objectives is to prepare the region for a multi-year drought and the applicant should highlight that Plan objective and any projects that have been identified in a Plan's priority list of projects that will help achieve the objective.

## **ATTACHMENT 7. AB 1420 AND WATER METER IMPLEMENTATION COMPLIANCE**

Applicants, who are urban water suppliers, must provide documentation that they are in compliance with the following: AB 1420 (CWC §10631.5) requirements and Water Meter Implementation (CWC §525 *et seq.*) requirements.

### **AB 1420 Compliance**

If the applicant is an urban water supplier or an urban water supplier will be receiving funding from the proposed grant, the AB1420 Compliance Tables 1 and 2 for each urban water supplier receiving funds must be completed. The AB1420 Compliance Tables may be found at the following link: <http://www.water.ca.gov/wateruseefficiency/finance/>. An urban water supplier who has already submitted Tables 1 and 2 will need to re-submit updated tables and must include any changes in the implementation schedule, financing, budget, and level of coverage. If there are no updates or changes to the tables, then there is no need to re-submit. A statement from the applicant stating that the tables have already been submitted to DWR's Water Use and Efficiency Branch and there are no changes or updates.

### **Water Meter Implementation Compliance**

The Water Meter compliance self certification form and instructions can be found at [http://www.water.ca.gov/irwm/integregio\\_resourceslinks.cfm](http://www.water.ca.gov/irwm/integregio_resourceslinks.cfm). The certification document must be filled out, signed, and submitted in hardcopy.

Both the AB 1420 self certification documentation and the Water Meter compliance self certification form must be signed and submitted in hardcopy. **Only a single hard copy submittal is required for this attachment; do not submit four (4) hard copies. Applicants can send this stand alone attachment ahead of the application due date.** For further information about AB1420 compliance and Water Meter Implementation compliance please contact DWR as indicated in the Forward to this PSP.

## **VI. REVIEW AND SCORING CRITERIA**

Applications will first be screened for eligibility and completeness in accordance with Section V of the [Guidelines](#) and Section II of this PSP. The information provided by applicants in BMS, as well as Attachment 2 of the application, will be used in determining completeness and eligibility. All complete and eligible applications will then be evaluated as described below.

Applications that are complete and eligible will be scored based on the evaluation criteria summarized in Table 4. Each criterion will be scored by technical reviewers and assigned a score within the range of points shown in Table 4. The score for each criterion will then be multiplied by a weighting factor and summed for a total score to be assigned to the application.

The review process is discussed in detail in Section V.G of the Guidelines.

Table 4 – Supplemental Scoring Criteria and Scoring Standards

Scoring Criteria	Weighting Factor	Range of Points Possible	Score	Scoring Standards
<b>Work Plan</b> Scoring is based on the completeness and level of detail and planning that the applicant demonstrated within the application that supports the development of an standards compliant IRWM Plan.  Is the Work Plan complete? Does the Work Plan demonstrate that an IRWM Plan that meets the standards will be produced?  Is the Work Plan for the grant funded work sufficient in detail to be the scope of work in a grant agreement?  Does the amount of detail in the Work Plan tasks support the time estimates presented in the schedule?	3	0-15	0-5	Standard Scoring Criteria (see Section V.G of Guidelines)
<b>DAC Involvement</b> Scoring is based on the specificity and appropriateness of tasks included within the Work Plan to show how the IRWM Region will facilitate and support sustained DAC participation in the IRWM planning process. This can include specific outreach and engagement activities, work on governance, work on project selection, etc.	2	0-10	0-5	Standard Scoring Criteria (See Section V.G of Guidelines).
<b>Schedule</b> Scoring is based on specificity and consistency of the Schedule with respect to work plan tasks and budget items, and the reasonableness of the proposed timeline.  Is the schedule consistent with the Work Plan and the Budget? Based on the Work Plan task descriptions does the Schedule seem reasonable?	1	0-5	0-5	Standard Scoring Criteria (see Section V.G of Guidelines)
<b>Budget</b> Scoring is based on the level of completeness and specificity of the Budget items, the degree to which each cost is reasonable and provided with appropriate supporting documentation, the degree to which the Budget is consistent with the Work Plan and Schedule.  Is the basis of estimate presented for budget items reasonable and logical?  Is the Budget consistent with the Work Plan and Schedule?	2	0-10	0-5	Standard Scoring Criteria (see Section V.G of Guidelines)

Table 4 – Supplemental Scoring Criteria and Scoring Standards

Scoring Criteria	Weighting Factor	Range of Points Possible	Score	Scoring Standards
<b>Program Preference</b> Points are awarded for each Program Preference below that will be addressed in the updated IRWM Plan or is currently addressed in the IRWM Plan.	See below			One half point will be awarded for each of Program Preferences that will be met in the IRWM Plan, up to a maximum of 5 points. Program Preference points will be granted if it is clear that the preference will be met upon plan implementation.
Include regional projects or programs	1	0-0.5	0-0.5	As above
Effectively integrate water management programs and projects within a hydrologic region identified in the California Water Plan; the Regional Water Quality Control Board region or subdivision; or other region of sub-region specifically identified by DWR	1	0-0.5	0-0.5	As above
Effectively resolve significant water-related conflicts within or between regions	1	0-0.5	0-0.5	As above
Contribute to attainment of one or more objectives of the CALFED Bay-Delta Program, i.e., (1) improve delta water quality, (2) maintain and improve integrity of delta levees, (3) reduce the mismatch between delta water supplies and beneficial uses demands, or (4) improve ecological health of the Bay-Delta watershed	1	0-0.5	0-0.5	As above
Address critical water supply or water quality needs of disadvantaged communities within the IRWM region.	1	0-0.5	0-0.5	As above
Effectively integrate water management with land use planning	1	0-0.5	0-0.5	As above
Include actions designed to integrate the Stormwater Resource Plan requirements specified in Section 10562 of the Water Code into an IRWM Plan	1	0-0.5	0-0.5	As above, see Section V of this PSP
Drought Preparedness	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1
Use and reuse water more efficiently	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1
Climate Change Response Actions	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1
Expand environmental stewardship	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1
Practice integrated flood management	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1
Protect surface and groundwater quality	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1
Improve tribal water and natural resources	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1

Table 4 – Supplemental Scoring Criteria and Scoring Standards

Scoring Criteria	Weighting Factor	Range of Points Possible	Score	Scoring Standards
Ensure equitable distribution of benefits	1	0-0.5	0-0.5	As above; see IRWM Guidelines, Table 1
<b>Total Range of Points Possible Without Balance Points = 0-45</b>				
<b>Tie Breaker</b> Up to five (5) points may be awarded to aid in the distribution of funds.	1	0-5	0-5	These points may be applied in cases where applications have a tied score. Tie breaker points will be added to proposal scores for regional proposals from IRWM planning efforts that have not yet received Proposition 84 IRWM Planning Grant funding or interregional proposals over applicants that already have a Round 1 IRWM Planning Grant award. These points will be assigned by the Selection Panel after consensus technical reviews are complete.

## Exhibit A

### Funding Match Information

#### Purpose

The purpose of this exhibit is to provide examples for the applicant that show how a funding match is calculated. It is also to describe what the applicant must provide DWR to demonstrate its source of funding match.

#### What Can be Used as Funding Match

As specified in the Guidelines and in this PSP, the funding match must be from non-State sources. Applicants can use in-kind services, federal grant dollars, or local agency/organization funds as funding match. In addition to costs paid or in-kind services performed under a grant agreement, costs paid or in-kind services performed from non-State sources **may** be presented as a funding match if they occur between September 30, 2008, and the effective date of the grant agreement. In the event that an applicant receives a grant, DWR may consider such costs as part of the funding match and may disallow portions or all, if deemed ineligible.

#### Examples of Funding Match

**EXAMPLE 1:** In this example the total cost of the proposal (\$2,554,000) is more than the maximum grant limit of \$1,000,000; therefore, the applicant must pay for costs exceeding \$1,000,000. Under Example 1, the applicant is providing a 61% funding match made up in part by local agency services on the project.

Work Item	Applicant Funding Match	Grant Request	Total Cost
1. Gather/Analyze Existing Management Plans	\$300,000	\$125,000	<b>\$425,000</b>
2. Prioritize Management Issues	\$250,000	\$55,000	<b>\$305,000</b>
3. Integrate /Prioritize Projects	\$350,000	\$25,000	<b>\$375,000</b>
4. Conduct Stakeholder Meetings and Planning Studies	\$124,000	\$395,000	<b>\$519,000</b>
5. Write Draft Plan	\$200,000	\$300,000	<b>\$500,000</b>
6. Prepare Final Plan	\$300,000	\$100,000	<b>\$400,000</b>
7. Adopt Plan	\$5,000	\$0	<b>\$5,000</b>
8. Quarterly and Final Reports	\$25,000	\$0	<b>\$25,000</b>
<b>Totals</b>	<b>\$1,554,000</b>	<b>\$1,000,000</b>	<b>\$2,554,000</b>

*The funding match for Example 1 =  $\$1,554,000 / \$2,554,000 \times 100 = 61\%$ .*

**EXAMPLE 2:** Under Example 2, the applicant is providing a minimum 25% funding match and the grant amount is less than the maximum amount.

Work Item	Applicant Funding Match	Grant Request	Total Cost
1. Gather/Analyze Existing Management Plans	\$18,750	\$56,250	<b>\$75,000</b>
2. Prioritize Management Issues	\$6,250	\$18,750	<b>\$25,000</b>
3. Integrate /Prioritize Projects	\$6,250	\$18,750	<b>\$25,000</b>
4. Conduct Stakeholder Meetings and Planning Studies	\$50,000	\$150,000	<b>\$200,000</b>
5. Write Draft Plan	\$37,500	\$112,500	<b>\$150,000</b>
6. Prepare Final Plan	\$17,500	\$52,500	<b>\$70,000</b>
7. Adopt Plan	\$75	\$225	<b>\$300</b>
8. Quarterly and Final Reports	\$6,250	\$18,750	<b>\$25,000</b>
<b>Totals</b>	<b>\$142,575</b>	<b>\$427,725</b>	<b>\$570,300</b>

*The funding match for Example 2 =  $\$142,575 / \$570,300 \times 100 = 25\%$ .*

## Presenting Funding Match

The funding match appears in several places in the application. An applicant will directly enter into BMS the funding match amount and grant request ([Table 3](#)). Applicants must show applicant funding match and grant fund allocations in their budgets. Applicants must also identify the source of the applicant's funding match.